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Town of Los Altos Hills Broadband Expansion Project: Program Management Consulting Proposal & Statement of Work

Prepared for: Dr. Peter Pirnejad, Town of Los Altos Hills

Date: January 26th, 2021

Background

Town of Los Altos Hills is seeking to improve broadband connectivity to its residents via a community fiber connectivity project. The town has signed a non-exclusive agreement with Los Altos Hills Community Fiber (LAHCF), and is seeking a program management consultant to advise and guide the project's expansion. The Community Broadband Initiative has the experience and expertise to do this work, and is proposing to act (under guidance from Town of Los Altos Hills leadership) as a program management consultant for the project.

Project Objectives

- Develop a Master Plan for broadband, with a goal of building a fiber ring/backbone and offering connectivity to all LAH households within five years.
- Based on the Master Plan, create a Strategic Action Plan for implementation.
 - Move from an opportunistic strategy to a defined plan and timeline.
 - Move to a public rights-of-way deployment model.
 - Move away from a wireless link strategy to a pure fiber model.
- Seek funding from state and federal sources.

Deliverables (JVSU)

- Take the lead role in creation and development of the Master Plan and Strategic Action Plan.
- Identify state and federal funding opportunities, and (if appropriate) assist LAH with application for funding.
 - When necessary, leverage JVSU's grant writing resources.
 - Joint Venture Silicon Valley can act as a fiscal agent for grant funding.
 - Make recommendations on how and when to apply funds.
- Advise LAH on defining construction standards for vendors.
- Determine if a Dig Once strategy and ordinance are appropriate.
- Determine if public utility easements can be leveraged.
- Define technologies and partnerships that could be applied to overcome challenges, or create efficiencies.
- Engage with service and technology companies to contribute resources and expertise to the project.
- Facilitate conversations and introductions as needed. (CPUC for public easements, CETF and NTIA for funding opportunities, etc.)

Scope – Included (JVSV)

- Project Management, Fiscal Agent, Technology and Asset Evaluation, PR.
- Travel to Los Altos Hill as needed.
- Host regular conference calls or meetings to update and report.
- Vendor qualification & compliance analysis.
- Accounts receivable/payable.
- Tax accounting.

Scope – Excluded

- Software.
- Hardware.
- Tools.
- Travel (airfare, train, other).
- Lodging.

Resources

- JVSV subject matter experts:
 - Dr. Mohammad Shakouri
 - David Witkowski
- 10% utilization for each SME.
- 12 months duration/commitment, renewable by mutual agreement.

Major Milestones

- Commencement:
 - LAH signs Notice to Proceed.
 - JVSV resources are committed to utilization level and duration of project.
- Quarterly “sprints” with flexible defined goals per sprint.
- Publish the Master Plan.
- Publish the Strategic Action Plan.

Change Control

- Changes to this project must be reviewed by both the Town of Los Altos Hills’ designated representative and JVSV.
- Changes must be acknowledged and approved by all stakeholders.
- Approval via email is OK.

Reporting and Communications

- Weekly 30 minute teleconference.
- Emails and additional teleconferences as needed and agreed.

Project Costs

- Rate: Government/Preferred rate.
- Total cost: \$120,000

Payment Terms

- Town of Los Altos Hill will generate Purchase Order
- ¼ of total cost billed quarterly.
- Invoicing will commence at the end of the first quarter/sprint.
- Requested terms: Net 30 or better.

Notice to Proceed

We look forward to working on this important project. If the terms and descriptions enumerated here meet your satisfaction, we ask you to sign below and return a signed copy to JVSV. This signed document will serve as our contract and Notice to Proceed.

David Witkowski, Joint Venture Silicon Valley

Town of Los Altos Hills